

Things to know that will help in you move.

IF PCS

Ensure member has a valid ID card

Verify that member's dependents are in DEERS

Ensure meets weight standards

Prepare SDA II PCS Departing Transactions

Complete SF-1038 for travel advances

Ensure an appointment scheduled with transportation office to arrange shipment of HHG

Ensure security debriefing is conducted.

Ensure medical record custodian forwards Medical PDR directly to the receiving medical facility via certified mail.

Entitlements

POV – 1 day of travel for every 350 miles of official distance, if the excess is 51 miles add 1 additional travel day

Common carrier (plane/train) is actual time needed to travel over the direct route including necessary delays.

Authorized \$0.15 per mile for 1 traveler for PCS.

The flat Per Diem rate for PCS travel equals the standard CONUS Per Diem Rate, that is \$85.00.

STOP IN PAY

Entitlement Description	When the Entitlement Stops
Basic Allowance for Housing	Day prior to reporting
Basic Allowance for Housing Without Dependents	Day prior to departure
Enlisted Meal Rate	Day prior to the departure
Basic Allowance Subsistence	Effective date of reporting
Career sea pay/time	Date of departure
Combat Tax Exclusion	Last day of the month departure
Cost of Living Allowance	Day prior to the date reporting

**** Do NOT use your credit card to purchase anything, school exceeds 30 and you will not be doing a travel claim here.**

If there is anymore questions here is a good website
<http://www.dtic.mil/perdiem/faq.html>

IF TAD

The TDY Order must answer several elemental questions. The questions are:

___ **WHAT** mode of transportation is authorized and/or directed?

___ **WHAT** type of quarters is authorized and/or directed?

___ **WHAT** type of messing is authorized and/or directed?

___ **IS** the traveler a government travel charge card holder?

___ **WHAT** is maximum amount of travel funds authorized?

___ **WHAT** is the accurate Travel Order Number (TONO) and Accounting line data?

___ **WHAT** are the specific reimbursable expenses that must be pre-authorized on the Travel Order, (i.e., Conference costs, Registration fees, Rental vehicle and size authorization, Communication services, and Excess baggage, ECT.

Obtain receipts for **ALL** expenses while you are traveling. Although receipts are required only for lodging and individual expenditures of \$75 or over, the receipts you collect during your trip will act as a record of expenses and be an invaluable tool when you complete your travel voucher.

Checklist for TAD

Ensure sufficient funds; arrange for advances if needed

Ensure sufficient obligated service

Ensure proper security clearance

Ensure meets weight standards

Complete PCS/TEM DUINS to "A" School worksheet (CG HRSIC-2001) if member is going TDY to "A" School

If the TDY period is expected to be over 30 days, send a copy of the order, endorsed with the date and time the member departed, to the PERSRU so that pay entitlements affected by TDY can be stopped/started

Instruct the member to complete and submit the FSA Worksheet the PERSRU, with a copy of the TDY order on the 31st day away from the permanent duty station.

1. Determine the official distance between authorized travel points

- 2. Determine the total number of miles traveled by POC, up to distance in step 1, and compute travel time**
- 3. Add 1 day for travel by common carrier, if there is any remaining distance.**

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